

Banquet Permits

A banquet permit is required to allow the service and consumption of liquor at a private, invitation only banquet or gathering in a public place or club.

Liquor must be provided *free of charge* by a sponsor, or brought by individuals attending the event.

How To Apply

You can apply for a banquet permit at any local liquor store or agency. There is a \$10 fee. For a store or agency near you, please consult the yellow pages of your local telephone book, or call the customer service desk in Olympia at (360) 664-1600.

During the event, the banquet permit must be posted in a conspicuous place at the premises where the event is held.

Guidelines and Restrictions

- Attendance must be by invitation only, and cannot be open or advertised to the general public.
- Liquor may not be served to anyone who appears intoxicated or who is under 21 years of age. You also cannot allow someone who appears intoxicated or is under 21 to drink or possess liquor during your event.
- All liquor must be purchased at retail, and must be consumed between the hours of 6 a.m. and 2 a.m.

- The sale of liquor by the individual drink is prohibited under a banquet permit. "Package deals" are allowed that may include, for example, the cost of dinner, liquor, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued a part of the package price. **No separate or additional charge may be made for liquor.**
- Be sure to obtain required permits of local authorities when hosting an event in a public place.

When is a Banquet Permit Not Needed?

There are instances when functions are held outside the home that do not require a banquet permit. **A banquet permit is not required when *all* the following apply:**

1. The event is hosted by an individual, not an organization or business entity.
2. There is no charge for admission or for anything provided at the function (i.e., mixer, setup, ice, food, hors d'oeuvres, etc.,). "Charge" includes admission charge, donation, dues, fees, or otherwise.
3. The function would normally be held in the individual's private home, but for space considerations, is held in a facility that is : 1) closed off to the general public during the function, and 2) does **not** have a liquor license.

Special Occasion Licenses and Banquet Permits



What is A Special Occasion License?

A Special Occasion License is issued to a not for profit society or organization, to sell spirits, beer, and wine by the individual serving for on-premises consumption at a specified date and place. The fee is \$60 per day, per location.

The Special Occasion licensee may sell beer and /or wine in original, unopened containers for off-premises consumption, if permission is obtained from the Board prior to the event.

Special Occasion licensees are limited to 12 single day events per calendar year.

Definition of Not for Profit Society or Organization

A not for profit society or organization refers to a group organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.

All proceeds from the sale of liquor at a special occasion event must go directly back into the not for profit organization. No portion of the proceeds may be paid directly or indirectly to members, officers, or trustees. However, members, officers, or trustees may be compensated for actual services performed, at levels comparable to the prevailing market rate.

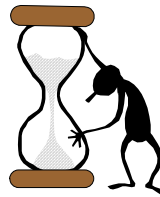
Please call the customer service desk if you have any questions at (360) 664-1600.

How To Apply

Applications are available at any local liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you.

Processing Time

Special Occasion License applications must be filed at least 30 days before the event. You must have the license in hand before liquor can be purchased for resale or sold.



Mail completed application and fee to:



Liquor Control Board
PO Box 43098
Olympia WA 98504-3098

By law, the Board must send a notice of your application to the city or county authority where the event will be held. The city or county authority has 20 days to respond with an approval or objection to the application.

Guidelines and Restrictions

- You must purchase spirits from a state liquor store or agency. Beer or wine may be purchased from a state liquor store or agency, a retailer, or a distributor.
- You may not advertise or sell beer, wine, or spirits below cost.
- Manufacturers or distributors may not provide goods or services to special occasion licensees, except as follows:
 - draft beer dispensing equipment
 - advertising services
 - wine pouring or dispensing services at tasting exhibitions or judging events.
- You may not make awards or gifts of liquor.
- Liquor may not be sold or served to anyone who appears intoxicated or who is under 21 years of age. You also cannot allow someone who appears intoxicated or is under 21 to drink or possess liquor during your event.
- If the event is being held at a premises that has a liquor license, the premises may not sell or serve its liquor in the room where the special occasion event is being held.

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